

Cemetery Crew Leader - 2021

Primary Reason Why Classification Exists

To lead a crew of general to semi-skilled maintenance workers maintaining the City's three cemeteries, Greenway Trails, and other City facilities.

Distinguishing Features of the Class

An employee in this class serves as a crew leader for grounds maintenance personnel maintaining the City's three cemeteries as well as Greenway Trails and other City facilities. Emphasis of the work is on planning and assigning tasks to staff, meeting with citizens interested in burial plots, locating grave sites and markers, and processing burial permits. Work is performed with some degree of independence since other supervisory personnel may not be present. Work is supervised by a maintenance or administrative supervisor and is evaluated on the basis of attaining stated individual and team performance objectives and customer feedback

Illustrative Tasks

- Participates in and coordinates maintenance work at cemeteries, community appearance projects, greenways, parks & recreation facilities, and other city property; coordinates work with the Building & Grounds Superintendent and landscape and recreation personnel
- Receives and processes burial permits; checks lots; locates grave sites for burial and markers; inspects cemetery markers and makes any needed repairs; resolves complaints and inquiries
- Inspects cemeteries, equipment, and landscaped spots for maintenance needs and takes remedial action; removes old flowers from gravesides, empties trash cans, and picks up litter
- Performs and/or oversees the mowing, trimming, removal of leaves, mulching, spraying and other related ground maintenance activities; back-fills, packs, and sows grass on new or sunken graves; re-fills sunken graves
- Operates various vehicles and equipment including tractors with various attachments, mowers, weed eaters, shrub/tree pruning equipment, chain saws and a variety of hand tools; operates various automotive vehicles and trucks; inspects and maintains tools and equipment
- Performs building maintenance functions including painting, repairing walls, minor HVAC, plumbing, and electrical work as well as general carpentry and general housekeeping
- Prepares and maintains records and files of work performed; completes work orders
- Provides recommendations to supervisors in the preparation of the annual operating budget
- Works with Appearance Commission and other committees; attends meetings and workshops; hangs baskets in central business areas for projects or recreational events
- Performs related tasks as required

Knowledge, Skills and Abilities

- Thorough knowledge of the operation and maintenance of cemeteries and maintenance of cemetery grounds and related buildings
- Knowledge of the techniques and practices of planting, fertilizing, pruning, and maintaining trees, shrubs, flowers, and plants
- Knowledge of clerical and financial recordkeeping practices for work performed
- Knowledge of effective supervisory management practices sufficient to elicit full performance of staff supervised
- Knowledge of the various laws pertaining to supervising employees in the work place

- Ability to work indoors and outdoors throughout the year in varied weather conditions
- Ability to prepare written work orders and reports, maintain files and records of work, and use a personal computer
- Ability to plan the work of employees, make work assignments, and evaluate work to performance standards; ability to make supervisory decisions related to discipline and make recommendations related to promotions and transfers
- Ability to establish and maintain effective working relationships with employees and the public; ability to utilize tact and judgment when interacting with the public; ability to express ideas and clearly relay those ideas to others both orally and in writing

Physical Requirements

Work in this class is characterized as heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, working, pushing, pulling, lifting, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions

Employee in this class is subject to both inside and outside environmental conditions, extreme cold (below 32 deg F) and heat (above 100 deg F), noise from motorized maintenance equipment (mowers, cutting devices, etc), vibrations, atmospheric conditions, and oils, greases, fumes, dirt, broken pavement, sharps from metal and glass, and biting or stinging insects and possibly reptiles. Employee must wear hearing/visual protection while performing most field work and may be exposed to blood borne pathogens requiring specialized personal protective equipment.

Education and Experience

Graduation from high school or GED equivalency and 5 - 7 years grounds maintenance experience; or, any combination of education and experience consistent with job duties

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular hourly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Special Requirements

- Valid North Carolina Commercial driver's license (CDL – B)
- North Carolina pesticide applicator's license is preferred
- First Aid, CPR, AED Certifications preferred

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015